

**INGHAM COUNTY, MICHIGAN LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)
BY-LAWS OF THE LEPC**

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ARTICLE I NAME

The name of the Committee shall be the Ingham County Emergency Planning and Community Right-To-Know Committee (hereafter referred to in the Bylaws as "the Committee").

ARTICLE II AUTHORITY

The establishment of the Committee is authorized by Title III of the Superfund Amendment and Reauthorization Act of 1986, known as the "Emergency Planning and Community Right-To-Know Act of 1986", as implemented by Executive Order of the Governor of the State of Michigan (April 17, 1987).

ARTICLE III PURPOSE

The Committee shall discharge the responsibilities delegated to Local Emergency Planning Committees by the State of Michigan and by federal law, including but not limited to:

- A. Developing the Local Emergency Response Plan, as required.
- B. Providing for Community Right-To-Know procedures, as mandated.
- C. Overseeing the collection and storage of data required to implement these tasks.
- D. The Committee may review, on an annual basis, new federal, state or county legislation on emergency planning and community right-to-know and provide procedures to carry out requirements.

The long-term goals of the Committee are to provide the following in Ingham County:

- A. Increased awareness among emergency response professionals of the existence and the threat of hazardous materials.
- B. Reduction of the threat hazardous materials pose to people and the environment through the provision of knowledge and planning as to the proper handling of hazardous materials.
- C. Prevention of fires and accidents involving toxic and hazardous materials.
- D. Planning of appropriate responses to various threatening situations resulting from hazardous materials in the county.
- E. Encouragement, overtime, of a reduction in the use of hazardous materials.

To support the Ingham County Emergency Management Program based on the ICEPC's current "Vision, Mission, and Goals Statement."

ARTICLE IV JURISDICTION

Pursuant to Section 301(b) of Title III, the Emergency Planning District shall encompass all of Ingham County with the exception of those cities and townships currently recognized as emergency management jurisdictions under Public Act No. 390 of 1976 which elect to become a separate Local Emergency Planning District.

ARTICLE V MEMBERSHIP

Membership on the Committee shall be recommended by the Ingham County Board of Commissioners for appointment by the Michigan Emergency Planning and Community Right-To-Know Commission in consistency with state and federal requirements.

Committee membership may be expanded to include representation from segments of the public concerned with or affected by hazardous material and emergency management issues, not to exceed a total of 50 members. Any such expansion will be recommended by the county Board of Commissioners to the state Commission for approval.

Members shall serve staggered four year terms beginning in January of even numbered years provided that one-half of the initial members shall serve two year terms.

Any member of the Committee may appoint an alternate with the authority to vote at any meeting where the member is absent. Alternates must be registered with the Secretary of the Committee within 60 days of appointment of the alternate.

Two consecutive absences by a member and his or her alternate shall be reported to the Chairperson for appropriate action.

ARTICLE VI MEETINGS

All business of the Committee shall be conducted in compliance with the Michigan Open Meetings Act (Public Act No. 267 of 1976).

The agenda for each Committee meeting shall include a period when any member of the public may address the Committee, subject to reasonable time limits.

A quorum for the conduct of Committee business shall be ten or more of the members designated and serving on the Committee.

A majority for adopting any action by the Committee shall be a majority of the members present when an action is proposed and a quorum is present.

The rules of procedure for the Committee meetings shall be Mason's Manual of Legislative Procedure.

There shall be an annual organizational meeting of the Committee in January wherein officers will be elected and subcommittees appointed for the year.

ARTICLE VII OFFICERS

The Committee shall elect in January of each year a Chairperson, Vice-Chairperson, Corresponding Secretary, Emergency Services Coordinator and Information Coordinator, who shall take office immediately following the organizational meeting. The Vice-Chairperson shall be the presiding officer in the absence of the Chairperson.

ELECTIONS-PROCESS

Nomination is made for Chairperson, seconded, any other nominations, with there being no further nominations, the nominations are closed. All those in favor say aye, opposed say nay.

Nomination is made for Vice-Chairperson, seconded, any other nominations, with there being no further nominations, the nominations are closed. All those in favor say aye, opposed say nay.

Nomination is made for Emergency Services Coordinator, seconded, any other nominations, with there being no further nominations, the nominations are closed. All those in favor say aye, opposed say nay.

Nominations is made for Information Coordinator, seconded, any other nominations, with there being no further nominations, the nominations are closed. All those in favor say aye, opposed say nay.

ARTICLE VIII SUBCOMMITTEES

The following permanent subcommittees shall be formed:

- A. Emergency Planning and Exercise
- B. Community Awareness
- C. Hazardous Material Response Team (H.M.R.T.) Steering Committee
- D. Administration and Coordination
- E. Community Health Emergency Preparedness

Appointment to subcommittees shall be recommended by the officers and approved by the committee.

Officers of the full Committee and chairs of permanent subcommittees shall automatically serve on the Administration and Coordination Subcommittee.

Subcommittees shall select their own Chairperson, Vice-Chairperson, and Secretary.

Each subcommittee shall develop and submit a work plan and timetable to the full Committee by February 28 of each year.

Subcommittees shall, in compliance with the Open Meetings Act, post notices of all meetings; have an agenda for each meeting including an opportunity for public comment as specified in Article VI-B; and keep minutes which must include a listing of items discussed and all actions taken.

All actions recommended by subcommittees must be reported to the full Committee for action.

The subcommittees shall work together to implement the various provisions of Title III including the development, and review on a yearly basis, of an Ingham County Emergency Plan which shall be reviewed and approved by the full Committee and submitted to the state Commission by October 17 of each year.

Included in the Emergency Plan development process shall be public meetings to discuss the plan, public comment upon the plan and response to such comments by the Committee, and distribution of the plan to the public.

Other temporary subcommittees may be appointed by the Chairperson with the approval of the Committee.

ARTICLE IX PUBLIC ACCESS

Any written documents prepared, owned, used, in the possession of, or retained by the Committee, or any of its subcommittees, shall be made available to the public in accord with the Michigan Freedom of Information Act (Public Act No. 442 of 1976) and the community right-to-know reporting provisions of SARA Title III.

ARTICLE X RATIFICATION AND AMENDMENT

These Bylaws shall be in effect, following ratification at a meeting by a majority of the state appointed members of the Committee, as of February 23, 1988, until such time as they may be amended or repealed.

Amendment of the Bylaws shall be by a majority of the members designated and serving on the Committee.

Any proposed amendment to the Bylaws shall be presented to the Committee at least 28 days prior to consideration.